

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION**  
**MINUTES, January 15, 2014**  
**645 Pine Street**  
**(DVD of meeting on file at DPW)**

**COMMISSIONERS PRESENT:** Bob Alberry, Tiki Archambeau, Asa Hopkins, Nathan Lavery (Chair), Solveig Overby (via conference phone), Jeffrey Padgett and Mark Porter (Vice Chair)

Commissioner Lavery called the meeting to order at 6:30 p.m.

**ITEM 1 – AGENDA** No changes.

**ITEM 2 – PUBLIC FORUM**

Don Schramm – Burlington co-housing resident, read a prepared statement recalling two past Commission meetings concerning livable wages, policy governance and pristine drinking water. He encouraged the Commission to focus on the purity of drinking water.

Bill Ward – Director of Code Enforcement, explained the findings of DPW inspector Ron Gore regarding a complaint of a driveway width expansion at 9 Weston Street (copies of 3 photos taken by DPW inspector Ron Gore were distributed). Mr. Gore determined that the concrete repair to the driveway was a repair of an existing driveway and that, as best as could be determined in the snow, the width of the repair had added 6-8” on but not of a significant consequence. Director Ward contacted the Zoning office; Mr. White deferred to DPW. Director Ward supports Mr. Gore’s findings.

**ITEM 3 – CONSENT AGENDA**

(Refer to Commission Packet)

3.10 South Willard & Spruce St – 3-Way STOP Request

- “Staff recommends that the Commission deny the petitioner’s request...”

3.20 Spruce Ct Resident Parking Request

- “Staff recommends that the Commission deny the petitioner’s request...”

3.30 Ward St STOP Sign Request

- “Staff recommends that the Commission: Deny the petitioner’s request for a 3-way stop controlled intersection at the Ward Street and Manhattan Drive intersection; deny the petitioner’s request for a 3-way stop controlled intersection at the Ward Street and Blodgett Street intersection; and adopt stop control at Blodgett Street where it meets with Ward Street.”

**Commissioner Archambeau moved** to approve staff recommendations for the three items in the Consent Agenda; Commissioner Porter seconded. Unanimous.

**ITEM 4 – RICHARDSON ST, MORSE PL & SCARFF AVE STOP SIGN REQUEST**

(Communication, Joel Fleming, Engineer)

(Refer to Commission packet)

This item had been brought before the Commission at the December meeting; however, because staff had been unaware that residents intending to speak to the issue were present at that meeting, the issue was revisited. Residents Amanda Levinson, Ken Allen and Erik Esckilson expressed support for staff recommendations. The residents were directed to contact Nicole Losch with any future traffic calming requests.

**Commissioner Alberry moved** to accept staff recommendations: “Staff would seek to retract our previous recommendation and recommend that the Commission: Adopt multi-way stop control at the intersection of Richardson Ave and Morse Pl; and adopt stop control at the western-bound approach at the intersection of Scarff Ave and Richardson Ave.” Commissioner Hopkins seconded. Unanimous.

## **ITEM 5 – FY 2015 DRAFT STREET RECONSTRUCTION LIST**

(Communication, Erin Demers, Engineer & Street Capital Program Manager)

(Refer to Commission packet)

Ms. Demers presented the *draft* list of the FY 2015 Street Reconstruction Program. *Corrections to draft:* Length (FT) of Sears Lane should be 750', not 1,056'; and Moore Court has been deferred.

Ms. Demers will return to the February Commission meeting with the final list and will ask the commissioners to approve it. She would then conduct a more thorough analysis of each street (including *Complete Streets* considerations).

Ms. Demers will bring the historic PCI chart to next month's meeting as well as a map highlighting the streets proposed for reconstruction.

Director Spencer and Ms. Demers will talk more about the timing of the proposed Sears Lane street reconstruction and the pending Champlain Parkway.

## **ITEM 6 – DEVELOPING COMMISSION GOALS FOR 2014**

(Oral Communication, Chapin Spencer, DPW Director)

(Refer to Commission Packet, Director's Report)

Director Spencer asked the Commission to consider the following goals this year:

Performance benchmarking;

Capital funding for maintaining assets (e.g., sidewalks, wastewater system);

Transportation plan/policy (Director Spencer handed out a few guides by the National Association of City Transportation Officials, which are more in line with urban design and may assist in the implementation of *Complete Streets*); and

The Commission's role (after reviewing the Ordinance and City Charter).

Other suggestions from the commissioners:

Better public education about the overall context of the issues DPW deals with;

A point of measurement for the tactical side of DPW work (e.g., potholes are filled within 72 hrs.);

The diminishing value of the backlog of planned projects (how priorities are set, the cost of setting one priority over another (was the funding pulled from another project which is now put on hold), communication to the residents affected by the projects on hold;

Sidewalk expansion and care;

Including the Commission – if appropriate - in the conversation on capital funding needs/plans/budgeting;

Status report on the timing of the bike plan (funding anticipated from CCRPC for a bike/walk action plan). DPW has put in a request to supplement the original grant request with a master plan (pending);

Need for policy planning assistance;

Suggestion for 2014 to do more collaborative planning, possibly during a Saturday retreat (CCRPC, CCTA, DPW Commission, Planning Commission) to review plans for the City in the near future;

Improve perception of Code Enforcement as far as inconsistency as far as application of the rules;

Prioritize water quality;

Identify 5-10 common issues that come up at DPW where there is a lack of clarity, or existing rules that are confusing. The Commission will assist in clarifying standard policies/answers for staff expediency;

Put FAQ's on the Web site (e.g., how streets are determined in need of reconstruction/PCI, or step-by-step project permitting instructions);

Consider policy governance as a tool.

Commissioner Lavery will contact City Attorney Eugene Bergman for a document that lays out the ordinance sections that the Commission should focus on/be responsible for.

Director Spencer would like to, before the February meeting, get a small group of commissioners together with another DPW staff person to review some of the comments mentioned tonight and work on a

manageable plan to present at the February meeting. Commissioners Padgett, Archambeau, Porter and Lavery volunteered.

#### **ITEM 7 – MINUTES OF DECEMBER 18, 2013**

(Refer to Commission packet)

Commissioner Porter requested that voting on the Minutes be deferred until the February meeting. He will e-mail his suggestions to the commissioners concerning the discussion during last month's agenda Item 3.6 (CarShare Vermont Parking Request).

Commissioner Padgett corrected his statement from last month's Minutes under "Commissioner Communications": When he was describing the damage to the Marketplace Garage, he talked about the sidewalk being damaged, but should have reported on behalf of Jared Wood, exposed rebar on the structure itself. (Director Spencer stated that an RFP that Assistant Director Patrick Buteau is finalizing, to do an assessment of the Marketplace Garage and the College Street Garage behind the Hilton.)

#### **ITEM 8 – DIRECTOR'S REPORT** (Chapin Spencer, Director)

(Refer to Commission packet)

#### **ITEM 9 – COMMISSIONER COMMUNICATIONS**

Commissioner Padgett:

Who is in charge of the Southern Connector (Director Spencer advised, for technical questions: David Allerton, DPW Engineer and project manager, or policy: Assist Director and City Engineer Normal Baldwin or Dir. Spencer.

Consent Agendas: Are petitioners informed about when their issue is coming before the Commission and what staff is recommending (Assistant Director Baldwin has asked Engineer Joel Fleming to notify petitioners and will confirm that this is taking place).

Sidewalk in front of the Mater Christi School, Mansfield Avenue (per Jared Wood) needs work.

Steve Levy, resident of Caroline and Locust, requests an update on stormwater drainage issues.

Carolyn Bates asked about public parking on Flynn Avenue leading to Oakledge Park (should it be metered?). Director Spencer advised people with questions to contact Assistant Director Baldwin.

Commissioner Alberry: Will be absent from the February meeting.

Commissioner Hopkins: Is the City/DPW engaged in the State conversation on phosphorous TMDL's and Lake Champlain? (Director Spencer answered that Stormwater Administrator Megan Moir is following these policies.)

Commissioner Lavery: Encourages commissioners to contact DPW staff as they hear about concerns, though they may still bring up the concerns at the meetings.

#### **ITEM 10 – NEXT MEETING DATE & ADJOURNMENT**

The next DPW Commission meeting is scheduled for Wednesday, February 19, 2014 at 6:30pm.

**Commissioner Alberry moved** to adjourn at 8:20 p.m.; Commissioner Padgett seconded. Unanimous.

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